

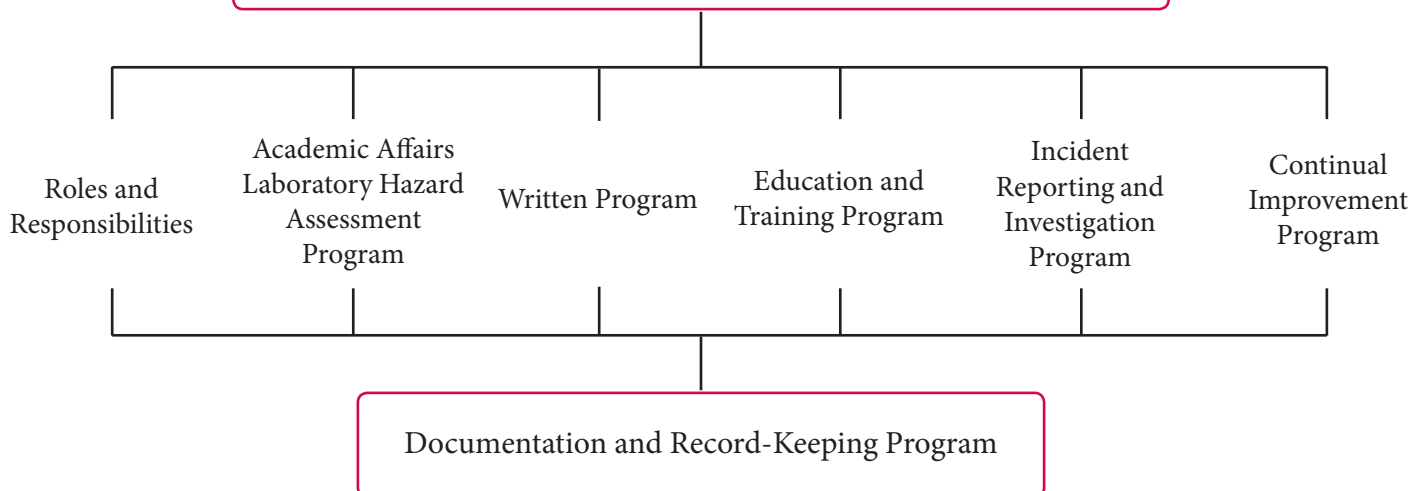
## Academic Affairs Laboratory Safety Management System (AALSMS)

### Purpose:

In the interest of establishing and supporting an academic-wide consistent approach to laboratory safety culture, for the Students, Faculty, Staff and Community, the Academic Affairs Laboratory Safety Management System (AALSMS) was created. This document highlights the key areas which make up this sustainable process, designed for the Colleges to use to achieve federal, state, and local laboratory regulatory compliance with all applicable occupational health, safety, and environmental matters.

**Academic Laboratories** provide opportunities for experimentation, observation, practice, and research. The following Colleges include laboratory activities: College of Arts and Sciences, College of Business, College of Education and Human Services, College of Engineering Technology, College of Health Professions, Michigan College of Optometry, and College of Pharmacy.

The Academic Affairs Laboratory Safety Management System is made up of the following parts as shown in the flow chart below.



## Academic Affairs Laboratory Safety Management System (AALSMS)

### Roles and Responsibilities

Academic Affairs Division Leadership supports a methodical and thorough leadership approach for managing regulatory compliance in all teaching and research laboratories<sup>1</sup>. Listed below are the key roles and their responsibilities.

**Provost:**

Oversight of LC<sup>2</sup> for Division of Academic Affairs

**College Dean:**

Oversight for LC<sup>2</sup> for the college. This includes financial support and enforcement authority.

**College Chair/Director:**

Oversight for LC<sup>2</sup> for the departmental laboratories. Ensures laboratories have documentation, training, incident reporting continual improvement process and record keeping process in place.

**Laboratory Faculty (including Principal Investigator, Instructor and Laboratory Supervisor):**

Implement the day-to-day LC<sup>2</sup> in the laboratory. This includes documenting hazards assessment, modeling and reinforcing good practices to promote LC<sup>2</sup> compliance.

**Staff:**

Provide support for LC<sup>2</sup> compliance.

**Academic Affairs Laboratory Safety Director (AALSD):**

Provide technical support and assistance to academic laboratories for the management of Academic Affairs LC<sup>2</sup> programs.

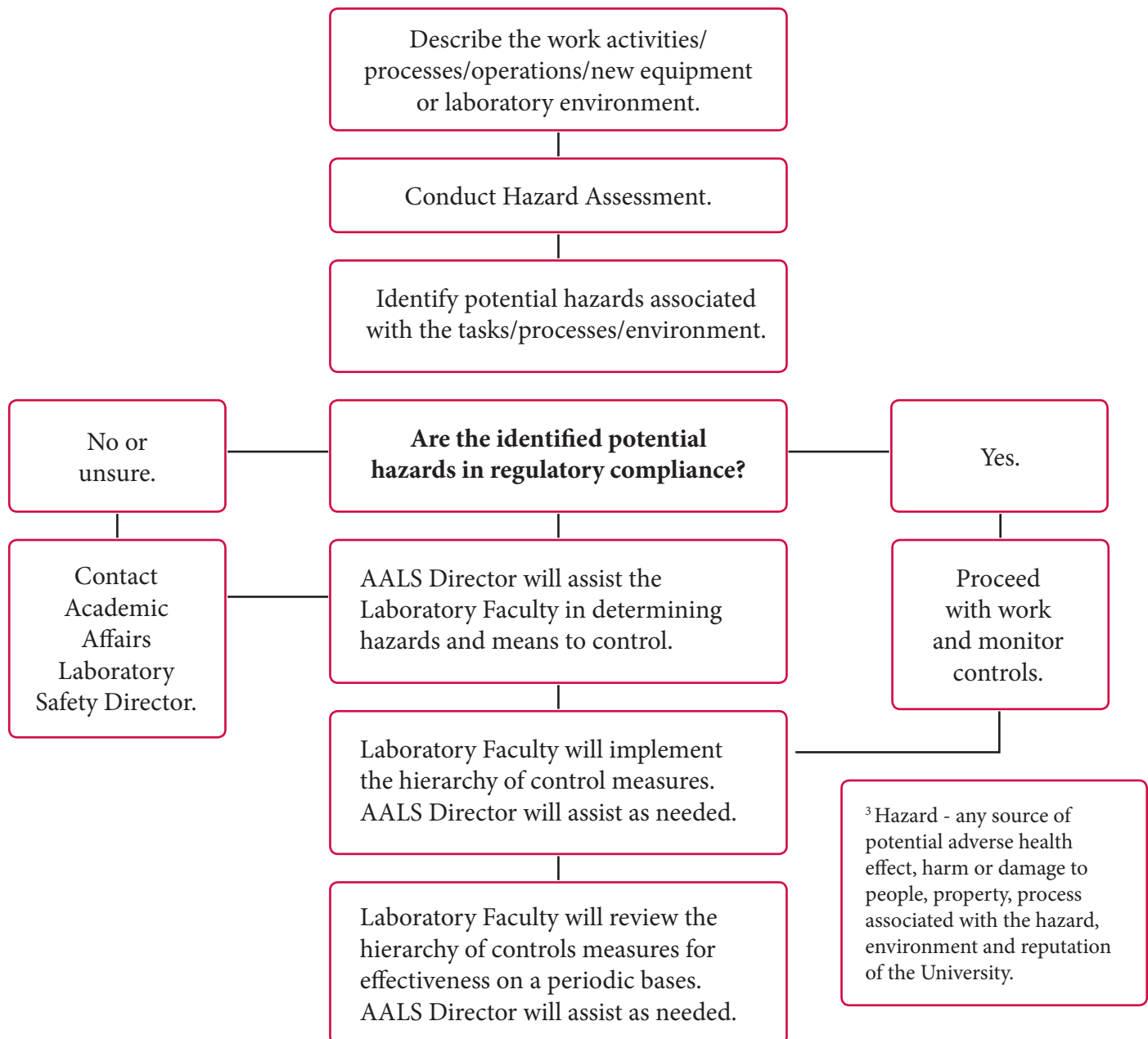
<sup>1</sup> Laboratory is any place providing the opportunity for experimentation, observation, or practice in a field of study.

<sup>2</sup> LC: Laboratory Compliance refers to meeting federal, state, and local regulatory compliance requirements, within any remodeled, renovated, existing or new laboratory facility. Laboratory field work shall comply with laboratory compliance.

## Academic Affairs Laboratory Safety Management System (AALSMS)

### Hazard Analysis Program

**Hazard Analysis:** the process of recognizing hazards that may arise from activities/processes/equipment systems or the laboratory environment. The hazard analysis process begins with a hazard assessment. The assessment is designed to identify the hazards<sup>3</sup> associated with the following categories: people performing the tasks/operations/processes; the items used in the tasks (equipment/instruments); the steps associated with the task (production); and the potential environmental impact on the community. The hazard assessment process is employed prior to starting new laboratory activities/operations/processes, obtaining a new piece of equipment/instrumentation or operating a new laboratory.



## Academic Affairs Laboratory Safety Management System (AALSMS)

### Written Programs

The purpose of any written program is to provide a documented plan to achieve compliance with federal, state, and local regulations. They form the foundation for the Implementation Documents.

Implementation Documents describe *how* laboratories achieve compliance. These documents are written at the College level, with the assistance provided by the AALS Director. Each type of document appears below:

SOPs (Standard Operating Procedure)	Syllabus	Protocols	Flow Charts	Notebook Studies	Inspection/Check lists
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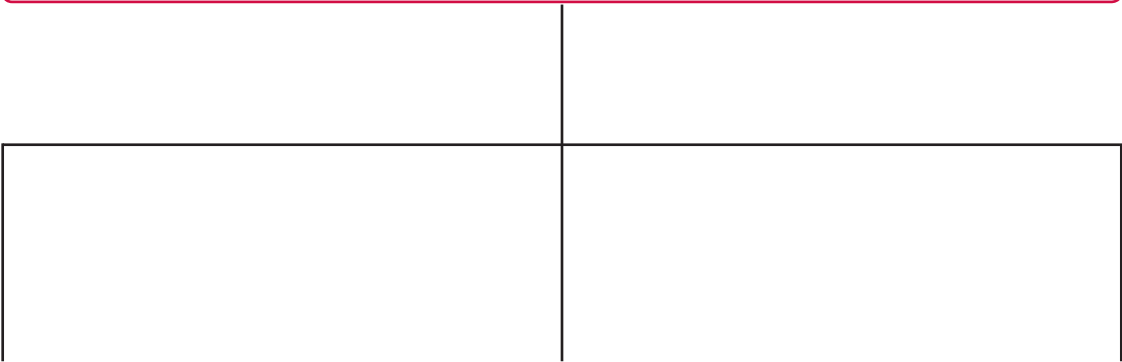
**Documentation, Record Keeping, and Compliance Program**  
Identified documentation shall be kept in each College Dean's office.

# Academic Affairs Laboratory Safety Management System (AALSMS)

## Education and Training Programs

Education and training supports the regulatory compliance.

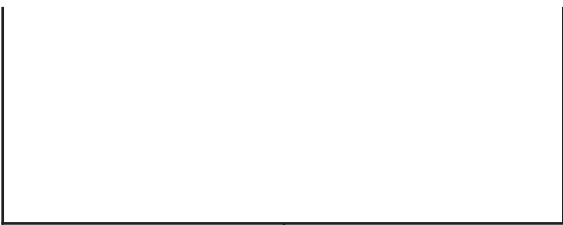
The AALS Director will support College's efforts to comply with federal, state and local statutes, regulations, and standards. The AALS Director will work in collaboration with the Colleges to develop training programs. Each College shall provide training in accordance with its particular laboratory needs.



Faculty/Staff that directly oversee the operations of the room/area operations

Staff that supplies support for the room or area operations

Students (non employees)

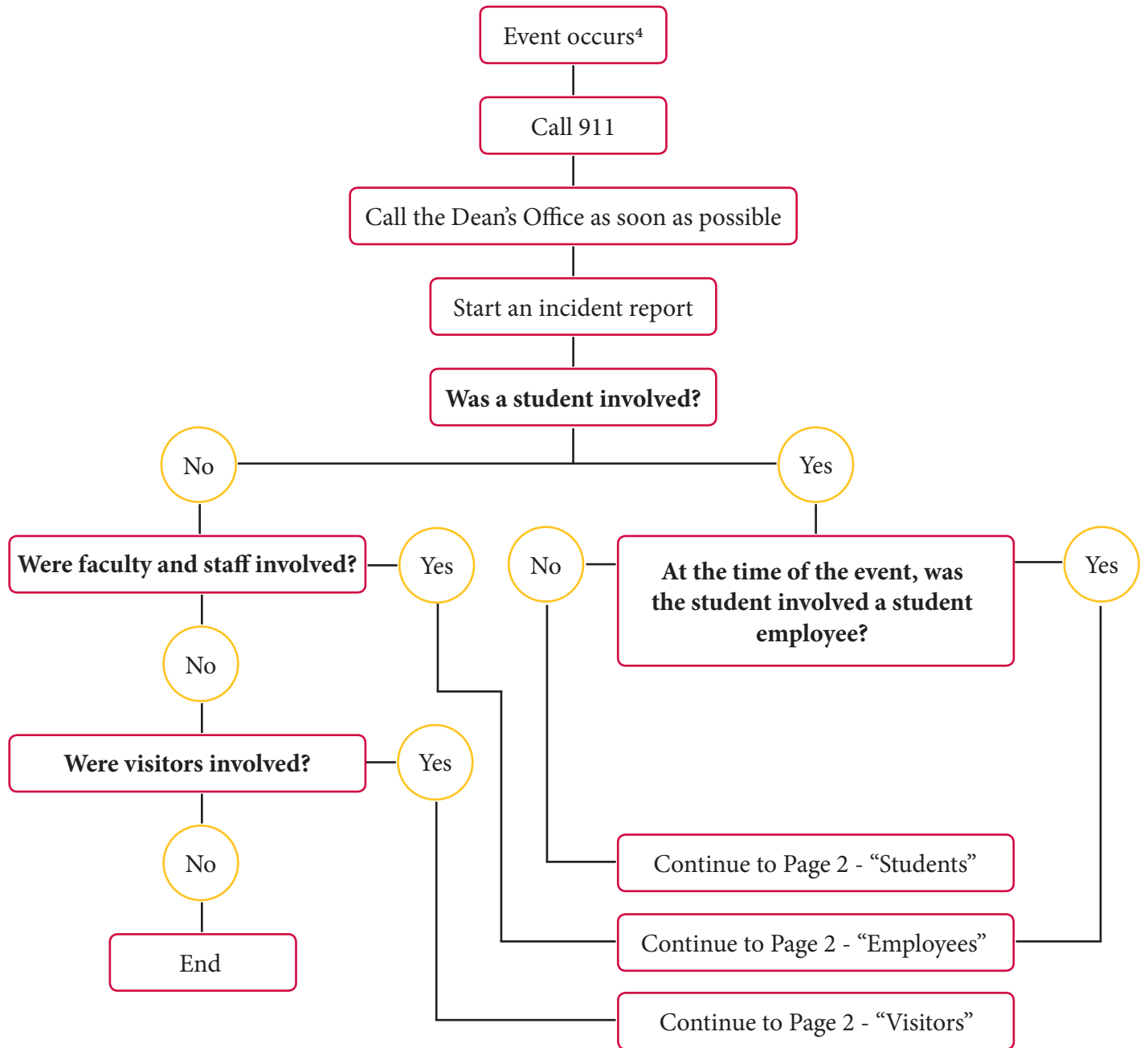


**Documentation, Record Keeping, and Compliance Program**  
Identified documentation shall be kept in each College Dean's office.

Documentation of the training should remain with the faculty who performed the training.

# Academic Affairs Laboratory Safety Management System (AALSMS)

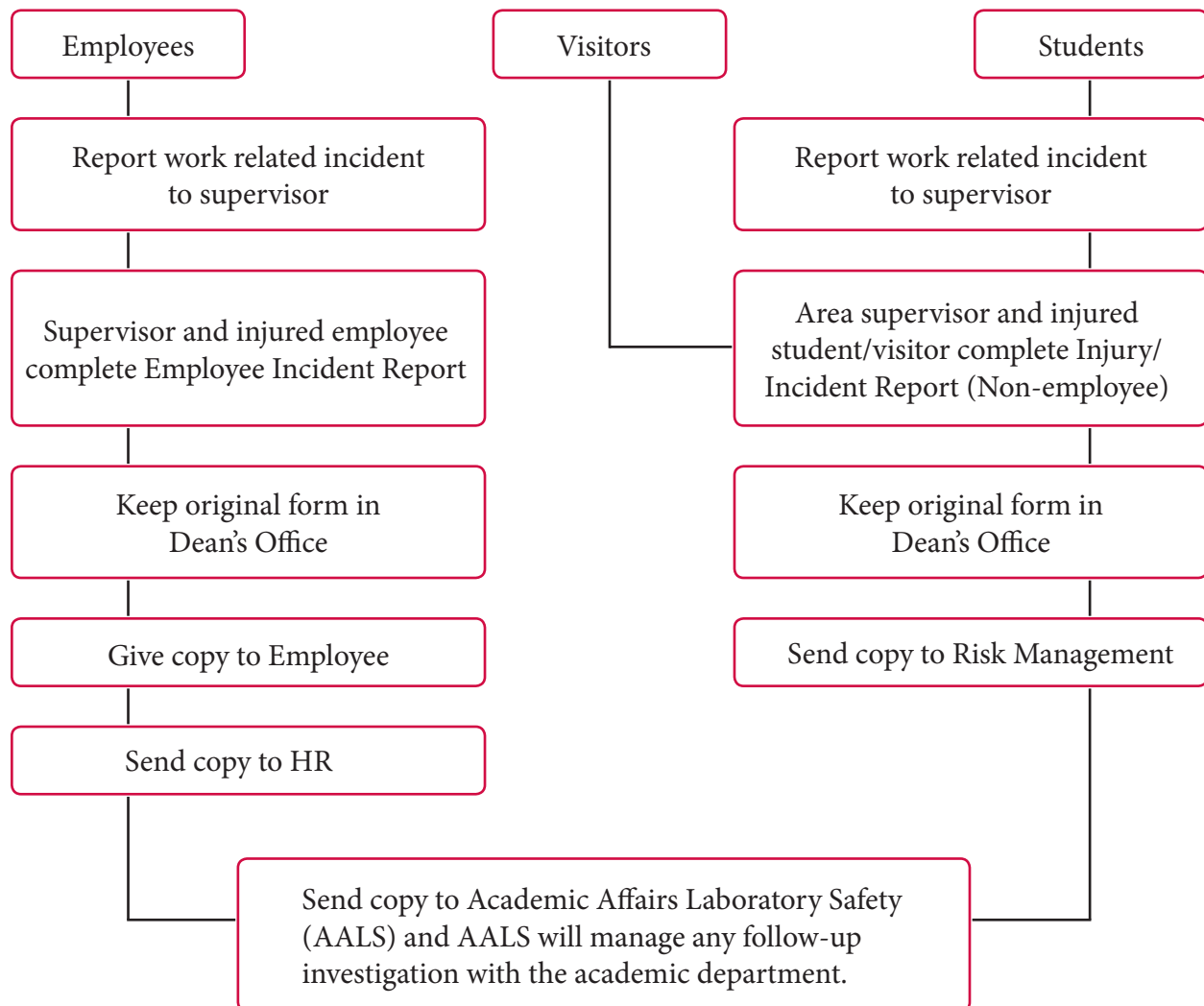
## Incident Reporting and Investigation - Who Page 1



<sup>4</sup> Event-Medical Emergencies, Flooding and Water Damage, Chemical Incident, Power Outage, Explosions, Motor Vehicle Accident, Tornadoes/Severe Weather, Evacuation or Fire

## Academic Affairs Laboratory Safety Management System (AALSMS)

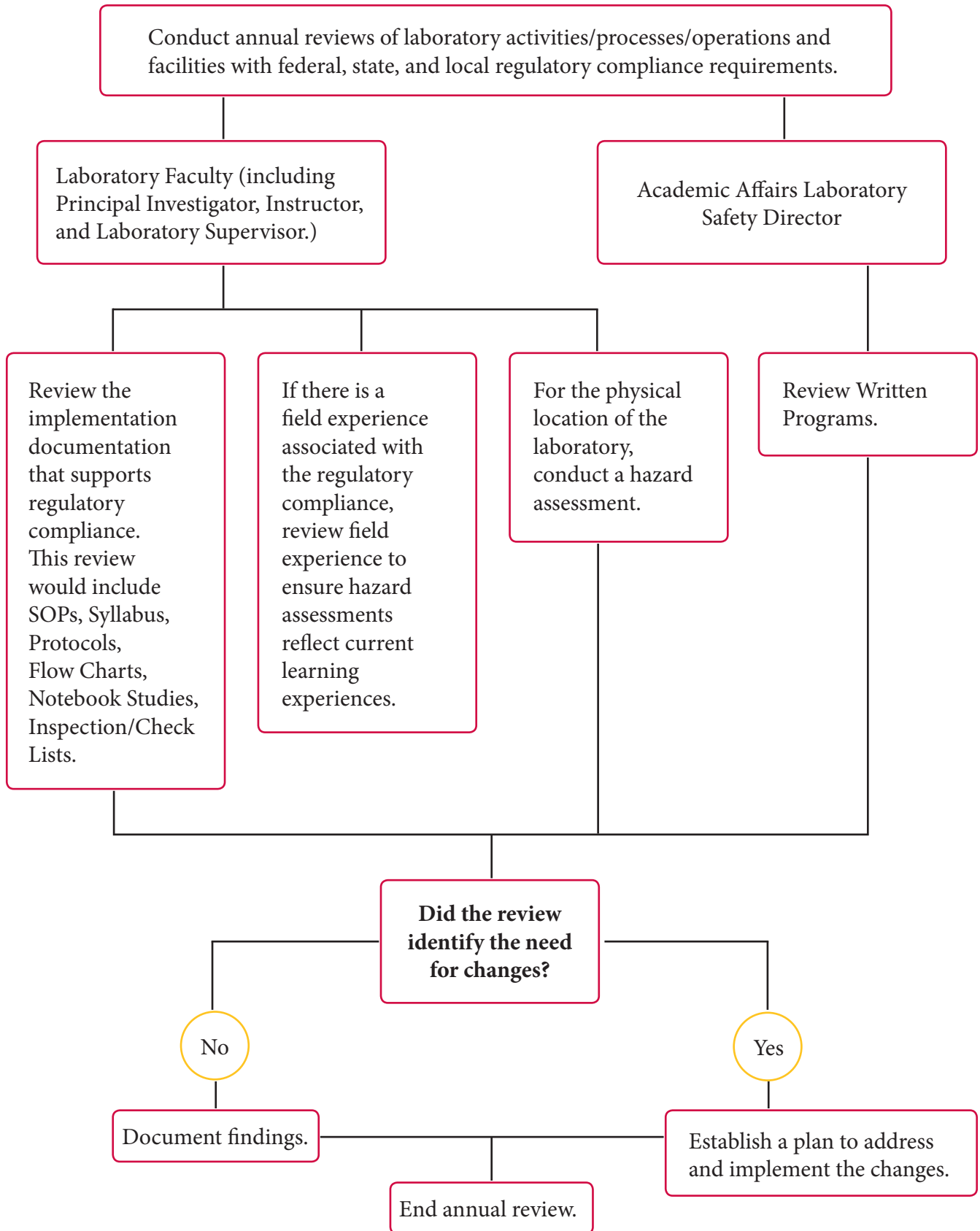
### Incident Reporting and Investigation - Report Progress Page 2



<sup>4</sup> Event-Medical Emergencies, Flooding and Water Damage, Chemical Incident, Power Outage, Explosions, Motor Vehicle Accident, Tornadoes/Severe Weather, Evacuation or Fire

# Academic Affairs Laboratory Safety Management System (AALSMS)

## Continuous Improvement





## Academic Affairs Laboratory Safety Management System (AALSMS)

### Documentation and Record-Keeping Program

The purpose for a documentation and record keeping program is to demonstrate compliance with federal, state, and local statutes, regulations and standards.

The Academic Affairs Laboratory Safety Director shall identify records that shall be maintained by the Colleges to support compliance with federal, state, and local statutes, regulations and standards.

**Roles and Responsibilities:** Records documenting any changes in assigned roles and responsibilities in the Academic Affairs Laboratory Safety Management System Leadership.

**Academic Affairs Laboratory Hazard Assessment:** Records containing the name of the activity, processes, equipment, operations, systems, environment or location where the hazard assessment occurred, name of the person conducting the assessment, the outcome and corrective actions.

**Written Program:** Records showing documentation of yearly compliance review, and College internal reporting structure which directly impact the implementation of programs.

**Education and Training:** Records containing the name of the person who was trained, who provided the training, the topics covered, and date the training took place.

**Incident Reporting and Investigation:** Records containing information on incidents, causes of incidents and the corrective actions taken to eliminate or reduce the potential for recurrence.

**Continual Improvement:** Records documenting yearly compliance review plans to address only identified corrective actions.

**Documentation, Record Keeping, and Compliance Program**  
Identified documentation shall be kept in each College Dean's office.

## **Academic Affairs Laboratory Safety Management System (AALSMS)**

### Documentation and Record-Keeping Program

#### **Definitions:**

- <sup>1</sup> Laboratory is any place providing the opportunity for experimentation, observation, or practice in a field of study.
- <sup>2</sup> LC: Laboratory Compliance refers to meeting federal, state, and local laboratory regulatory compliance requirements, with any remodeled, renovated, existing or new laboratory facility. Laboratory field work shall comply with laboratory compliance.
- <sup>3</sup> Hazard - any source of potential adverse health effect, harm or damage to people, property, process associated with the hazard, environment and reputation of the University.
- <sup>4</sup> Event-Medical Emergencies, Flooding and Water Damage, Chemical Incident, Power Outage, Explosions, Motor Vehicle Accident, Tornadoes/Severe Weather, Evacuation or Fire.

#### **Related or Referred to Documents:**

Refer to Academic Affairs Laboratory Safety written program.